

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/SSS-2	
1. TITLE OF REPORT (if a fill-in report include Form No.) Office Estimates						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL
							<input checked="" type="checkbox"/> NARRATIVE
3. FUNCTIONAL AREA						<input checked="" type="checkbox"/>	ADMIN. GENERAL
							OTHER (specify)
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)			
8		Annual		(2) PPB			
7. FORMAT (memorandum, form computer print-out, etc) Forms and Computer print-out		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.				
		NO			PPB Annual Call		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Admin. Branch/SSS				None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-12	\$6.82		80		\$545.60		1 = \$545.60
GS-06	3.51		10		35.10		1 = 35.10
B. COSTS OF COMPUTER PRODUCED REPORTS							
		10 pages x 8 copies x .03 = \$2.40					
TOTAL COSTS PER YEAR						\$583.10	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
28 September 1970		SSS/BF Officer					